

GRADUATE COLLEGE BULLETIN

(Effective January 22, 1968)

The regular edition of the Graduate  
College Bulletin is under revision.

STOUT STATE UNIVERSITY  
MENOMONIE, WISCONSIN  
54751

January 1, 1968



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STOUT STATE UNIVERSITY  
Menomonie, Wisconsin

The Graduate College

Note: The Graduate Bulletin is temporarily out of print. Basic information concerned with the programs of the Graduate College is included in this mimeographed brochure. Additional materials, explaining each degree program, are available on request. (Use the form at the end of this bulletin for requests.)

Degree Programs Offered: Stout State University offers programs leading to the Master of Science degree in each of the following:

1. Audio-Visual Communications
2. Guidance and Counselor Education
  - a. with a concentration in Elementary School Counseling
  - b. with a concentration in Secondary School Counseling
  - c. with a concentration in School Psychologist (Provisional)
  - d. with a concentration in School Psychologist I
  - e. with a concentration in Vocational and Technical School Counseling
  - f. with a concentration in Student Personnel Work in Higher Education
  - g. with a concentration in Employment Counseling
3. Home Economics
  - a. with a concentration in Clothing and Textiles
  - b. with a concentration in Food Science and Nutrition
4. Home Economics Education
5. Industrial Education
6. Vocational Education
7. Vocational Rehabilitation



UNIVERSITY CALENDAR

Regular Session 1967-68

Monday, September 4	Labor Day
Tuesday, September 5	Registration for First Semester
Wednesday, September 6	Registration for First Semester
Thursday, September 7	Classes Convene
Friday, November 3	Mid-semester, End of First Nine Weeks
Wednesday, November 22	Thanksgiving Vacation Begins at 1:30 PM
Monday, November 27	Classes Resume
Friday, December 22	Christmas Vacation Begins at 1:30 PM
Monday, January 8	Classes Resume
Friday, January 19	Commencement, End of First Semester
Monday, January 22	Registration for Second Semester
Tuesday, January 23	Registration for Second Semester
Wednesday, January 24	Classes Resume
Friday, March 22	Mid-semester, End of Third Nine Weeks
Friday, April 12	Spring Vacation Begins at 11:30 AM
Monday, April 22	Classes Resume
Friday, May 31	End of College Year
Saturday, June 1	Commencement

Summer Session 1968

Monday, June 3	Pre-session Begins
Friday, June 14	Pre-session Ends
Monday, June 17	Summer Session Begins
Friday, July 12	End of First Four Weeks
Monday, July 15	Beginning of Second Four Weeks
Thursday, August 8	Commencement
Friday, August 9	End of Summer Session
Monday, August 12	Post-session Begins
Friday, August 23	Post-session Ends

Regular Session 1968-69

Monday, September 2	Labor Day
Tuesday, September 3	Registration for First Semester
Wednesday, September 4	Registration for First Semester
Thursday, September 5	Classes Convene
Friday, November 1	Mid-semester, End of First Nine Weeks
Wednesday, November 27	Thanksgiving Vacation Begins at 1:30 PM
Monday, December 2	Classes Resume
Friday, December 20	Christmas Vacation Begins at 1:30 PM
Monday, January 6	Classes Resume
Friday, January 17	Commencement, End of First Semester
Monday, January 20	Registration for Second Semester
Tuesday, January 21	Registration for Second Semester
Wednesday, January 22	Classes Resume
Friday, March 21	Mid-semester, End of Third Nine Weeks
Friday, April 4	Spring Vacation Begins at 11:30 AM
Monday, April 14	Classes Resume
Saturday, May 31	Commencement and End of College Year



## ADMISSION

Persons desiring admission to the Graduate College should complete the Application for Admission included with this bulletin and send it to the Dean of the Graduate College.

Students are admitted in one of three categories: full status, probationary status, or special status. Following is a definition of each:

1. Full status. A student holding a bachelor's degree with an overall grade point average of at least 2.5 (A = 4.0) will be eligible for admission to the Graduate College. Individual degree programs require a particular pattern of undergraduate work as prerequisite to admission.
2. Probationary status. A student with a bachelor's degree whose overall grade point is between 2.25 and 2.5 will be admitted on probation. At the completion of eight credits of graduate work, his status will be reevaluated.
3. Special status. There are three categories of special status.
  - a. A student taking courses for transfer to other colleges should file the "Guest Matriculant" form showing that he has been admitted to a graduate program at another college. Copies of the Guest Matriculant form are available from the Stout Graduate Office.
  - b. A student taking graduate work for other than degree purposes will be admitted to graduate courses upon receipt of a statement from the registrar of his undergraduate college showing that he holds a bachelor's degree. If, at a later date, the student applies for admission to a Stout degree program, he must satisfy all admission requirements including undergraduate grade point average. Such a student is classified as "upgrading special".
  - c. A student who requires less than full time to complete his bachelor's degree may take graduate courses during the term in which he will complete his undergraduate degree. The total of graduate and undergraduate work may not exceed a full program (16 semester hours during a semester or 8 semester hours in a summer session). This status, known as "split program", will be granted only to students with cumulative grade point averages of at least 2.5.

A student whose overall undergraduate grade point average is below 2.25 may establish eligibility to enter the Graduate College by completing a block of eight semester hours of senior level courses approved by the director of the major he wishes to enter. When this is completed, his status will be reevaluated; generally, students earning a "B" or better in all courses in the block will be permitted to enter graduate work on probation.

## TRANSCRIPT OF CREDITS

All applicants from universities other than Stout State University should have an official transcript of their undergraduate credits sent to the Registrar



of Stout State University. A transcript of any graduate credit to be transferred to Stout State University for advanced standing should be submitted at this time also. (See next section, "Transfer of Graduate Credits") This should be done by all applicants at least one month prior to enrollment date. Stout State University graduates should deal directly with the Dean of the Graduate College concerning the transcript.

### TRANSFER OF GRADUATE CREDITS

To meet master's degree requirements, students must earn at least 22 semester hours of graduate credit in courses offered on the Stout campus.

The remaining credits, providing they are appropriate to the degree program, may be earned in certain off-campus courses awarded graduate credit by Stout State University or transferred from other colleges and universities.

Credit to be transferred from other institutions must be recorded as graduate credit on an official transcript. Graduate students pursuing master's degrees at Stout should consult the Dean of the Graduate College before enrolling for transfer work at another institution. Generally, official credit transfer is not made until half of the degree work is completed at Stout.

### GENERAL REQUIREMENTS FOR GRADUATION

The general graduation requirements for the Master of Science degree are as follows:

1. The pattern of work outlined for the degree must be completed. All programs require at least 30 semester hours of credit.
2. At least 15 semester hours in the master's degree program must be earned in courses open only to graduate students (500 series). The balance of the work may be selected from upper level undergraduate courses recommended by the director of the major and approved by the Dean of the Graduate College.
3. Requirements for the master's degree must be completed within a six-year period. Courses completed prior to this time will not be counted towards graduation. This applies to transferred credit also. Requests for extension will be given consideration by the Graduate Council but will be granted only in unusual circumstances.
4. To earn a master's degree requires that the student spend at least two summer sessions or one semester on campus as a full-time student (minimum of 6 credits per summer or 12 credits per semester).
5. It is required that the candidate for the master's degree earn at least a "B" (3.0) average in all coursework involved in his degree program.
6. An "incomplete" may be given in a course when a student fails to complete the work due to absence over which he has no control, providing his work has been acceptable during the period of his attendance in the course. Incompletes not cleared within a year after the course should normally have been completed will be



changed to "W" (withdrawn); if the student desires credit after that time, he must reenroll for the course.

Incompletes may also be awarded for research not completed within the enrollment period. The same time limit and grading policy applies as with regular courses.

7. The maximum load that may be taken by a graduate student is 16 semester hours per semester or 8 semester hours per eight-week summer session. Students holding assistantships and other assignments will take lighter loads.

#### DEGREE CANDIDACY

When a student enters the Graduate College with the intention of earning a master's degree from Stout State University, he works with a major adviser to develop a tentative program leading to the degree. After he completes at least 12 semester hours but not more than 20, he must make application for degree candidacy. At that time, the following requirements apply:

1. A block of required work, specified by the director of the major, must be completed.
2. The cumulative grade point average in all graduate courses must be at least "B" (3.0).
3. The Cooperative English Test must be completed with a percentile rank of at least 10, based on Stout graduate norms. This requirement must be met by the time the first eight semester hours of work are complete. Students falling below the required score have two options:
  - a. successful completion of an alternate form of the test, or
  - b. certification by the English Department, after a period of instruction and writing, that the student meets the English competence requirements.

When candidacy requirements are met, a Program Plan will be filed with the Graduate Office and the major adviser listing the program to be followed to complete the degree.

#### THESIS AND INVESTIGATION REQUIREMENTS

The graduate program at Stout State University offers opportunity for students to acquire preparation in understanding, interpreting, and performing research. All degree programs require coursework in research procedures.

Each student will carry out some kind of research as a culminating experience in his degree program. Two plans are available and are described briefly below. Detailed instructions are available in the Graduate Office and further information is given in the research courses.

PLAN A -- Thesis. This is to be a study in the major field involving original research on a significant problem. It is to be carried on using an approved research procedure and culminating in a thesis as the final



report which is to be written according to accepted form. The student registers for 421-570 Thesis for a total of 6 semester hours.

PLAN B -- Investigation. This is to be a study of lesser magnitude than the thesis and possibly confined to interpreting and drawing implications from the literature as it applies to the stated problem. The Plan B investigation is written in a form approved by the investigation adviser. Enrollment is in the appropriate problems course for 2 semester hours of credit.

### GRADING POLICY

<u>Mark</u>	<u>Grade Points Awarded</u>	<u>Description</u>
A	4.0	Exceptional Achievement at the Graduate Level
B+	3.5	Above Average Graduate Level Work
B	3.0	Average Graduate Level Work
B-	2.5	Below Average Graduate Level Work
C	2.0	Acceptable Graduate Level Work
D	1.0	Unacceptable Graduate Level Work
F	0.0	Failure

### FINANCIAL INFORMATION

Since the catalog must be prepared far in advance, all fees, room, and food rates, and other charges are subject to change without notice. Fees are payable registration day at beginning of each semester and summer session. Advance payment by mail is encouraged.

The fees listed are for graduate students only. "Split program" students are classified as undergraduates for fee purposes and will pay fees as listed in the undergraduate catalog.

#### Regular Session

##### Tuition

Residents of Wisconsin . . . . .	\$ 0.00
Non-residents of Wisconsin, per semester . . . . .	234.00

##### Incidental Fee, per semester

Full-time students . . . . .	141.00
Part-time students (per credit)	
Resident . . . . .	17.00*
Non-resident . . . . .	46.00*



Student Union Fee, per semester

Full-time students . . . . .	\$ 14.00
Part-time students, 8 credit hours or less . . . . .	5.00

Student Activity Fee, per semester

Full-time students . . . . .	20.00
Part-time students, 8 credit hours or less . . . . .	Varies

Late Registration Fee . . . . .	10.00
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Diploma Fee . . . . .	7.50
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Thesis Binding Fee, each . . . . .	2.50
(\$ .50 additional if over 140 pages)	

Special Examination Fee . . . . .	2.00
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Graduate students purchase their own textbooks which are available in the University Bookstore.

\*All students taking courses aggregating 8 or less semester hours of credit shall be counted as part-time students. Those students taking courses aggregating less than 8 hours of credit shall pay an incidental fee of \$17.00 per credit (resident student) or \$46.00 per credit (non-resident student).

Summer Session

Incidental Fees

Full-time students (six credits or more)

Resident . . . . .	\$ 72.00
Non-resident . . . . .	188.00

Part-time students (one to five credits)

Resident, per credit hour . . . . .	17.00
Non-resident, per credit hour . . . . .	46.00

Student Activity Fee

Full-time students (six credits or more) . . . . .	12.50
Part-time students (one to five credits) . . . . .	7.00

Diploma Fee . . . . .	7.50
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Thesis Binding Fee, each . . . . .	2.00
(\$ .50 additional if over 140 pages)	

Special Examination Fee . . . . .	2.00
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Graduate Students purchase their own textbooks which are available in the University Bookstore.



### Financial Aids

Several kinds of financial aids are available to graduate students who fully meet all entrance requirements. Some types of aid are designed to provide professional experience as well. Requests for information should be directed to: Dean of the Graduate College

Stout State University  
Menomonie, Wisconsin 54751

### STUDENT HOUSING

The university has available approximately 2600 beds in residence halls. Two residence hall areas are located on the campus. The north end has three halls accommodating approximately 700 students. The residents in this area will receive their meals in the Tainter Hall Food Service Facility. Five halls with approximately 1900 students are located on the south end of the campus. These students will receive their meals in the new Commons.

The present rate of \$153 per semester includes bed linens.

Accommodations are available in the city of Menomonie for students desiring not to live in the residence halls.

At the present time, Stout State University has approximately 66 married-student apartments. These are barracks-type units with two bedrooms, a bath, a kitchen alcove, living room and limited storage space. These units may be rented furnished or unfurnished. The basic rent for each unit is \$30 per month. The student is expected to pay all utilities. Married students are encouraged to attempt to make housing arrangements in addition to assistance which is provided by the Housing Office.

### SUMMER SESSION

A wide range of both graduate and undergraduate work is offered during the summer session. A special summer session bulletin is published each year approximately April 1. A copy is available on request from the Director of the Summer Session.

Opening and closing dates for the various periods of the summer session are listed in the calendar at the front of this bulletin. The regular summer session is eight weeks in length. One-, two-, or four-week sessions are offered prior to, following, and during the eight-week session. It is possible for the student to complete a master's degree in four summers.

A variety of special courses and workshops are offered to develop individual needs and interests of the student. Visiting faculty with unusual competences are on campus during the summer.



REQUEST FOR FURTHER INFORMATION

To: Dean of The Graduate College  
Stout State University  
Menomonie, Wisconsin 54751

From: Name \_\_\_\_\_

Address \_\_\_\_\_

\_\_\_\_\_  
(City) (State) (Zip Code)

Please send the following materials:

- \_\_\_\_\_ 1. Application for admission to the Graduate College
- \_\_\_\_\_ 2. Description of Requirements for the following degree programs:
  - \_\_\_\_\_ Audio-Visual Communications
  - \_\_\_\_\_ Guidance and Counselor Education
  - \_\_\_\_\_ Clothing and Textiles
  - \_\_\_\_\_ Food Science and Nutrition
  - \_\_\_\_\_ Home Economics Education
  - \_\_\_\_\_ Industrial Education
  - \_\_\_\_\_ Vocational Education
  - \_\_\_\_\_ Vocational Rehabilitation
- \_\_\_\_\_ 3. Description of financial aids available
- \_\_\_\_\_ 4. Application forms for the following kinds of financial aids:
  - \_\_\_\_\_ Graduate Assistant
  - \_\_\_\_\_ Graduate Scholarship (available only to Wisconsin residents)
  - \_\_\_\_\_ Laboratory Assistant -- Area of Specialty: \_\_\_\_\_  
(Industrial Education or Home Economics)
  - \_\_\_\_\_ N.D.E.A. Loan
- \_\_\_\_\_ 5. Guest Matriculant Form
- \_\_\_\_\_ 6. Summer Session Bulletin (available about April 1)